



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO

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Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: High

**FROM: Stephen M. Dow
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**SUBJECT: POSTING W-2 EMPLOYMENT POSITION TIME LIMIT EXTENSIONS
INFORMATION IN CARES**

CROSS REFERENCE: **W-2 Manual**
DES Administrator's Memo 99-04
BWI Operations Memo 99-49

PURPOSE

This operations memo describes recent CARES changes that support the posting of data regarding W-2 employment position time limit extensions information.

BWI Operations Memo 99-49, "W-2 24 Month Time Limits" (6/30/99), clarifies policies and procedures for determining whether or not a participant qualifies for an extension to W-2 24-month time limits.

This memo addresses the following:

1. CARES enhancements regarding the posting and tracking of state extension determination information for W-2 employment position clocks.
2. Automated notices regarding state extension request determinations.

EXTENSIONS-POSTING AND TRACKING CARES

Screen AIWE has been added to CARES for the entry of W-2 employment position clock extension information. Enter information on AIWE **only after** the W-2 agency has received the state's approval or denial of the extension request.

Information regarding the W-2 agency's determination is not yet entered in CARES. Additional data entry fields will soon be added to AIWE to capture information regarding extension decisions by the W-2 agency (see "Upcoming CARES Changes" below).

As discussed in Operations Memo 99-49, FEPs should continue to issue manual notices regarding the W-2 agency's extension determination.

AIWE	CREATE W2 CLOCK EXTENSIONS	05/21/99 13:58
CASE: 5000245954	WORKER: XCTA30	XCTA30 E RYAN
LAST UPDATED:	CASE STATUS: OPEN	CASE MODE: ONGOING
NUM: 01	NAME:	SSN:
CLOCK TYPE: W2T	EXT RSN: SB3	EXT USER ID: XCTA30
PFKEYS: 14=AIWC		
-----INDIVIDUALS-----		
01 KELLY T (PP)	02 KIM T (DAU)	
NEXT TRAN: _____ PARMS: 5000245954_____		

When completing this screen, the worker enters the short list number of the individual for whom the extension information is being posted. The specific employment position clock corresponding to the extension information is entered for "Clock Type". Valid values for entry into the "EXT RSN" field are found on Reference Table TTLE – Extension Reason Codes (W-2 Clocks). This table contains reason codes for both state-determined denials and granting of extensions. It also shows for which clock type each reason code is valid. The 3 letter extension denial reason codes refer to the criteria upon which the extension denial was based. Each extension granted reason code is comprised of 2 letters and 1 number. The letters refer to the criteria for which the extension was granted (e.g., local labor market conditions) and the number defines the length of the extension (e.g., 1 month, 2 months, etc.).

TTLE-EXTENSION REASON CODES

W-2 Clocks

Reason Code	Reason Text	-----Valid For-----			
		W2T	CSJ	TJB	60Mo
DLM	Deny/Local Labor Market Has Jobs		X	X	
DNB	Deny/No Significant Barriers	X			
DNE	Deny/No Approp Effort To Find Job		X	X	
DNP	Deny/Non-Partic Activity Assign	X			
DTJ	Deny/Trial Job Available		X		
LM1	Local Labor Market Conditions-1 Mo		X	X	
LM2	Local Labor Market Conditions-2 Mo		X	X	
LM3	Local Labor Market Conditions-3 Mo		X	X	
LM4	Local Labor Market Conditions-4 Mo		X	X	
LM5	Local Labor Market Conditions-5 Mo		X	X	
LM6	Local Labor Market Conditions-6 Mo		X	X	
NT1	Trial Job Not Available-1mo		X		
NT2	Trial Job Not Available-2mo		X		
NT3	Trial Job Not Available-3mo		X		
NT4	Trial Job Not Available-4 Mo		X		
NT5	Trial Job Not Available-5 Mo		X		
NT6	Trial Job Not Available-6 Mo		X		
SB1	Significant Barriers-1 Mo	X			
SB2	Significant Barriers-2 Mo	X			
SB3	Significant Barriers-3 Mo	X			
SB4	Significant Barriers-4 Mo	X			
SB5	Significant Barriers-5 Mo	X			
SB6	Significant Barriers-6 Mo	X			

Example #1: A 3 month extension has been approved by the Division of Economic Support (DES) for a W-2 participant in a W2T placement based on that participant's significant barriers to employment. The reason code to be entered is "SB3".

Example #2: An extension has been requested of DES for a W-2 participant based on local labor market conditions. DES has denied the request based on the determination that job opportunities do exist in the local labor market. The reason code to be entered is "DLM".

Whenever an extension is entered, AIWC (Wisconsin Works Clocks) will display the extension information (denied or granted). The date the extension information was entered will appear as "Updated Date" and the CARES logon ID of the worker entering the extension will appear as "Worker ID". If an extension has been granted, AIWC will also display that the maximum number of months for that specific employment position clock has been increased by the number of months in that extension. Remember that the default maximum for all employment position clocks is 24 months.

Example: Worker XCTA30 enters an extension of "LM2" for Clock type TJB (Local Labor Market Conditions-2Mos) on AIWE on 3/6/99. AIWC (below) shows that the worker entered the extension information after the TJB clock had ticked 21 ("UD" displays 21). Based on the entry of "LM2", the maximum number of months for this individual's TJB clock "MX" has been increased by 2 months (from 24 to 26). The worker ID and Updated Date appear as updates to the most recent historical row (tick) for the same employment clock type on AIWC.

AIWC		WISCONSIN WORKS(W2) CLOCKS		03/08/99 11:22	
CASE: 3700150032		WORKER: XCTA30		XCTA30 E RYAN	
LAST UPDATED: 02 26 99		CASE STATUS: OPEN		CASE MODE: ONGOING	
PIN: 3100323149		NAME: JILL NAGEL			
MX UD RM	UD	MX UD RM	MX UD RM	MX UD RM	
60MO: 60 24 36	JOBS: 0	TJOB: 26 21 2	CSJ: 24 0 24	W2T: 24 0 24	
	OPC: 0	CMC: 0	OTF: 0		
ELIG MTH	CLOCK TYPE	OVR RSN	EXT DELETE	EXT RSN	OVR/EXT USER ID UPDATED DT
0299	TJB_	___	___	LM2	XCTA30 03 06 99
0199	TJB_	___	___		CARES 01 29 99
1298	TJB_	___	___		CARES 12 29 98
1198	TJB_	___	___		CARES 11 30 98
PFKEYS: 13=AIWO, 14=AIWE, 18/ENTER=NEXT INDIVIDUAL					PAGE 1 OF 6
NEXT TRAN: _____ PARMS: 3700150032_____					MORE...

Once the extension begins to tick, the extension reason will again display on AIWC each month along with the "tick".

Initial extensions cannot be entered until the corresponding employment position clock reaches 20 used. Subsequent extensions, if granted, cannot be entered until the previous extension is in its final month.

If an extension has been entered in error (e.g., wrong case, PIN, or extension reason code), or if an extension which has been granted is terminated, what remains unticked of the extension can be deleted on AIWC.

Only those months of an entered extension which have **not yet ticked** will be deleted when an extension deletion is entered.

Rows on AIWC display only the most recent values/updates for each of the columns and are sorted by eligibility month. To view a complete historical record, including each separate update, enter a Parm of "case###/future date".

NOTIFICATION OF PARTICIPANTS

Whenever extension information is entered on AIWE a letter will automatically be generated to the participant informing them of the action taken.

APLM: Informs the participants that DES has determined the participant qualifies for a W-2 employment position extension. This letter will be triggered whenever an extension granted reason code is entered on AIWE (e.g., LM2).

APLL: Informs the participant that DES has determined that s/he does not qualify for a W-2 employment position extension. This letter will be triggered whenever an extension denial reason code is entered on AIWE (e.g., DLM).

NOTE: If 2 or more separate actions are entered on AIWE in the same day a letter will be triggered for each of those actions. Workers will need to *Tran* to CNIN (*Parm* = case#) and suppress all but the last of those extension letters **on the same day they are triggered on AIWE**, or all will be sent to the participant.

Example: The W-2 agency has received approval from DES to enter a 3-month extension based on lack of availability of an appropriate TJB for a participant. The worker incorrectly enters "NT2" on AIWE. After deleting the incorrect extension information on AIWC, the worker enters "NT3" on AIWE. Two APLM letters have been triggered. The worker must go to CNIN and suppress the first incorrect letter **on the same day that it was triggered**, or the participant will receive both.

UPCOMING CARES CHANGES

1. Additional data entry fields will be added to AIWE to capture information regarding extension decisions made by the W-2 agency. Entry of this additional data will automatically generate the participant letters outlined in OPS Memo 99-49. These three letters (currently manually generated CARES Standard Letters) inform the participant that:
 - The W-2 agency is seeking state approval for an extension, or
 - The W-2 agency has determined the participant does not qualify for an extension and is not seeking state approval, or
 - Although the participant may potentially qualify for an extension, the W-2 agency will not be seeking state approval because the participant does not want an extension

CARES implementation of this change is anticipated to be by September 1, 1999.

2. Currently, failure reasons for W-2 AGs due to employment position clocks reaching their limit must be manually entered by workers via over-ride. Full automation of failure logic for expired clocks/extensions within CARES will be implemented this fall.

CARES implementation of this change is anticipated to be by October 1, 1999.